

Classification

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100140058-9

| REPORTS INVENTORY | | | | DDS/OTR/SUS-12 | |
|---|--|---|---|---|--|
| PREPARE IN DUPLICATE | | | | | |
| 1. TITLE OF REPORT (If a fill-in report include Form No.) Destruction of Records | | | | 2. TYPE OF REPORT STATISTICAL <input checked="" type="checkbox"/> NARRATIVE MACHINE-NAME LISTING | |
| 3. FUNCTIONAL AREA | | PERSONNEL 1 LOGISTICS MEDICAL | 2 TRAINING 3 SECURITY FINANCE | ADMIN. GENERAL OTHER (specify) | |
| 4. NO. OF COPIES PREPARED 2 (C/SUS, MTF 4 (AT) | | 5. FREQUENCY (weekly, monthly, quarterly, etc.) Annual | | 6. DISTRIBUTION (No. of components not number of copies) 1 (OTR Records Mgt. Officer) | |
| 7. FORMAT (memorandum, form computer print-out, etc) Memo | | 8. ADP PROCESSING YES IF YES GIVE ADP PROCESSING NO. <input checked="" type="checkbox"/> NO | | 9. DIRECTIVE AUTHORITY REQUIRING REPORT OTR Notice 7-66, 22 June 1966, "OTR Records Program" | |
| 10. PREPARING COMPONENT (include lowest level contributing information to report) C/SUS, MTF, AT | | | 11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.) None (the three reports are sent separately to OTR Records Mgt. Officer) | | |

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

| GRADE | HOURLY RATE | X | HOURS PER REPORT | = | COST PER REPORT | X | TIMES PREPARED | = | COST PER YEAR |
|-------|-------------|---|------------------|---|-----------------|---|----------------|---|---------------|
| 7 | \$4.50 | | 0.5 | | \$2.25 | | 1 | | \$2.25 |
| 6(2) | 4.00 | | 1.5 | | 6.00 | | 1 | | 6.00 |